

17 FEB 1997

Recommend you approve if:

- 1) We reduce FTE in offices currently showing a surplus to come up with the work years OC needs;
- 2) OC reprogram required funds from their nonpersonal services funds to cover the 87 personal services costs and also do the same next year to cover 88 costs.

STAT We currently have frozen part-time hiring through March to alleviate our overall projected personal services shortfall -- -- and will recommend that you continue that for the rest of the year.

STAT The part-time salary portion of the projected shortfall at this point is about -- stems from pay raise and excess part-time carryover from 1986. The freeze is helping whittle that excess down.

Requiring OC to reprogram will avoid an increase in our shortfall and send the message we're serious about holding the line.

DR

STAT *ASIDE FROM RATIONALE IN 26 THE BEST IS FOLLOWING
& ARGUMENTATION AND ALL OFFICES COULD USE. IF
SERIOUS WE SHOULD HOLD TO 56 USAGE OF 49 MANY YEARS.*



~~C O N F I D E N T I A L~~

OC-0108-87

09 FEB 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [REDACTED]
Director of Communications

25X1 SUBJECT: Increase in Temporary Part-Time Requirements
for FY-87 [REDACTED]

25X1 1. A review of Temporary Part-Time (TPT) requirements reveals that the Office of Communications (OC) will require a total of 58 work-years to meet FY-87 obligations. This increase in TPT requirements over our total FY-87 allocation of 44 is a result of a significant increase in OC program requirements over the past year and new requirements for FY-87. [REDACTED]

2. This request includes only those requirements, ongoing and new, that are considered essential to achieve the following objectives:

a. Our overseas installations have ongoing requirements for part-time clerical assistance. Due to the long processing time needed to acquire full-time staff clerical employees, the need for part-time employees who are readily hired in the field is increasing. There are an additional five work-years required in FY-87.

25X1 b. The building and maintenance program [REDACTED]
25X1 [REDACTED] has continued to add significant administrative and escort requirements which can only be fulfilled by part-time employees.

25X1 c. Other OC initiatives and administrative support which have increased the need for additional clerical and administrative support are CRAFT, MERCURY, and the

[REDACTED]

25X1

25X1

[REDACTED]

[REDACTED]

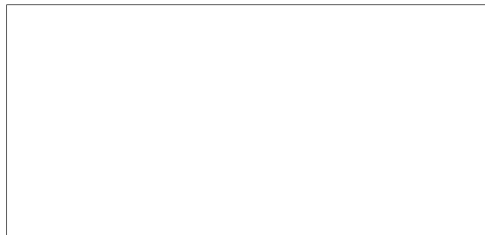
~~C O N F I D E N T I A L~~

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for FY-87

3. In FY-86 we used a total of 49 work-years. For FY-87 we require at least the same amount plus an increase of 9 work-years of TPT to enable us to provide adequate clerical and administrative support to accomplish our objectives.

4. Your favorable consideration would be appreciated to increase the Office of Communications TPT from 44 to 58 for FY-87.



APPROVED:

SEP 11 1987

Deputy Director for Administration

Date

C O N F I D E N T I A L

25X1 SUBJECT: Increase in Temporary Part-Time Requirements
for FY-87

25X1 AUTH:

Chief, Administrative Management Division, OC

2/5/87
Date

25X1 ORIG: OC-AMD/PAG/PAB/PSS 3 Feb 87

Distribution:

Original & 2 - Addressee (Return signed copy to D/CO)

C O N F I D E N T I A L